

FACILITIES MANAGEMENT SPECIALIST

The fundamental reason the Facilities Management Specialist position exists is to perform senior level administrative assignments and supervise clerical support staff, PR&F interns and volunteers. Contributes to the day-to-day operations of the team. The Facilities Management Specialist position is distinguished from the Facilities Management Coordinator position by the non-specialized (construction, electrical, plumbing, etc) level of work performed and the number of staff supervised. This position receives general supervision and reports to a Service Area Manager.

ESSENTIAL FUNCTIONS

Determines priorities, assigns work, schedules and monitors staff work to assure quality continuous improvements. Selects and trains staff; prepares performance reviews. Encourages employee involvement in decision-making and open communication. Assists team and Facilities Management staff to develop skills in information sharing, conflict resolution and group empowerment.

Determines the business cost per foot to operate a specific facility for all City of Scottsdale facilities on an annual basis.

Monitors the operation of private contractors responsible for services that include elevators, concrete, concrete disposals, windows, etc. to ensure compliance with contract requirements.

Prepares a work order report outlining trending activity on a monthly basis to determine future staffing needs. Develops the 10 year Facility Management Plan to project replacement needs and costs.

Monitors the multi-million dollar utility budget for all City of Scottsdale facilities including fire stations. Includes handling billings and payments.

Oversees, organizes and sets schedules for the Adult Probation Program used in various locations throughout the City of Scottsdale.

Prepares and administers the PR&F operating budgets; compiles statistical data and prepares reports; assists with bid specifications for PR&F fleet; provides information to customers for facilities costs, i.e., utilities.

Monitors programs for divisional and facilities programs for pro-cards; cell phones and pagers, and work order reports; coordinates and manages specific maintenance contracts; oversees invoicing and payment for related contracts for the Facilities Management Coordinators.

Assists the Contract Services, and Contracts and Projects, on various contractual issues including generating purchase requisitions, invoicing, budget transfers and check requisitions.

Meets and communicates, orally and in writing, with customers, other City departments and service providers to discuss Facilities Management issues.

Responds to situations requiring extensive knowledge of city ordinances and policies.

Uses a variety of complex computer programs and operates an assortment of other office equipment including multiple-line telephones, two-way radios, paging systems, copiers and FAX machines that require continuous and repetitive arm or hand and eye movement. Organizes and maintains disc storage and filing.

Performs the more complex accounting work for in Facilities Management. Justifies payments or invoices for large sums of money.

Retrieves, inputs and monitors customer data and history by accessing numerous computer screens.

Assigned other special projects or on-going responsibilities specifically related to assigned department or division as needed.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Office management procedures, business English, word processing, etc.
Budgets, accounts payable/receivable, etc.; city ordinance, practices, procedures, and terminology of governmental operations
Computerized billing systems
Lease and rental agreements
Work order systems and work management principles

Ability to:

Supervise a small to medium sized staff
Develop and interpret work order reports
Produce written documents with clearly organized thoughts and grammar
Enter data, or information, into a terminal, PC or other keyboard device
Prepare, monitor and administer a budget
Establish and maintain effective working relationships with City officials, co-workers, management and the general public
Work independently with minimal supervision

Education & Experience:

Requires any combination of education, experience, and training equivalent to two years of progressively responsible experience in accounting or accounts payables/receivables and one year of experience working with contract monitoring, work order systems and facility maintenance procedures. A minimum of one-year supervisory experience is required.

A Smartstream license is required. Must possess or obtain within three months of hire.